

Chief, Technical Accounting Staff,
Office of the Comptroller

Chief, Administrative Staff, Logistics Office

Revision of Regulation ☐ "Penalty Indicia Mail"

1. In accordance with informal agreements reached at a meeting held 31 March 1954 by representatives of this Office and Mr. ☐ of your Staff, the following proposed changes to Regulation dated 29 January 1954 are submitted by Logistics Office:

- a. It is suggested that subject Regulation be incorporated in the fiscal series of Agency Regulations.
- b. Page 1 - Paragraph 4 b. Change "Chief, General Services" to "Chief, Mail and Courier Branch, Administrative Staff, Logistics Office".
- c. Page 2 - Paragraph 4 c. To avoid submission of numerous negative reports by subordinate elements, the following is suggested:

"CIA is required to submit quarterly certificates of compliance to the Post Office Department. In order to provide a proper basis for such certification, the officials listed in paragraph (1) below are responsible for certifying to proper use within their respective components by execution of the certificate prescribed in paragraph (2) below. Chiefs of subordinate elements of the major components listed below shall be responsible for submission of reports of violations through normal channels prior to the 5th day of the month following the end of each quarter. The absence of reports of violations will constitute negative reports."

- d. Page 3 - Paragraph 6 c (1). Last sentence - "..... on Form No. 34-106, which is available in Building Supply Rooms. (See Attachment A.)
- e. Page 3 - Paragraph 6 c (2). Second sentence - "..... on Form No. 34-106 mentioned above; will be signed by the officials named in paragraph 4 c above;"

Document No. 10
No Change in Class. ☐
☐ Declassified
Class. Changed To: TS 1
Auth: HR 70-2
Date: 30 Oct 78 By: ☐

CONFIDENTIAL
~~SECRET~~

CONFIDENTIAL

Approved For Release 2003/08/07 : CIA-RDP78-04361A000100030025-8


- f. Page 3 - Paragraph 6 c (4). "Concurrently with the above inventory reports a statement will be submitted by the Chief, Supply Division, Logistics Office,....."
- g. Page 3 - Paragraph 6 d (1). Change to "Mail and Courier Branch, Administrative Staff, Logistics Office" and "Mail and Courier Branch" thereafter.
- h. Page 4 - Paragraph 6 d (2). Change to "Mail and Courier Branch" in first sentence. In last sentence, change "Chief, General Services Office" to "Chief, Mail and Courier Branch, Administrative Staff, Logistics Office".
- i. Page 4 - Paragraph 6 d (3). Change to "Mail and Courier Branch, Administrative Staff, Logistics Office" in first sentence. Eliminate item (b) and renumber (c) and (d) to (b) and (c). Item (c) to read: "The number of envelopes or pieces bearing penalty indicia by size for which postage is applied at time of mailing."
- j. Page 4 - Paragraph 6 d (4). Change "Chief, General Services Office" to "Logistics Office". Items (a) and (b) - change to ".....sub-paragraphs (3) (a) and (b)."
- k. Page 4 - Paragraph 6 d (5). Eliminate item (c). *Tacked in on Jan 15/59 into appropriate staff file. [Signature]*
- l. Page 4 - Paragraph 6 e (1). Change "General Services Office" to "Logistics Office".
- m. Page 5 - Paragraph 6 e (3). Change to "Mail and Courier Branch, Administrative Staff, Logistics Office".



25X1A9A

LO/AB/RMO/GM:vmm (6 April 1954)

Distribution:

- Orig & 1 - Addressee
1 - LO/Official File
1 - Regulation File 
1 - Mail & Courier Branch
1 - Records & Services Branch

25X1A9A

CONFIDENTIAL

Approved For Release 2003/08/07 : CIA-RDP78-04361A000100030025-8

- ✓ 1. Page 1 - Para. 4b - Take out General Services and put in Logistics Office. ✓
- ✓ 2. Page 2 - Para. 4c - To be changed by Logistics. ✓
2. Page 3 - Para. 6 c (4) - Talk to logistics about this. ✓
- ✓ 3. Page 3 - Para. 6 d (1) - Take out General Services Office. ✓
- ✓ 4. Page 4 - Para. 6 d (2) - Take out General Services Office. ✓
- ✓ 5. Page 4 - Para. 6 d (3) - Take out General Services Office. ✓
- ✓ 6. Page 4 - Para. 6 d (3) (b) - Take this out. ✓
- ✓ 7. Page 4 - Para. 6 d (4) - Take out General Services Office. ✓
- ✓ 8. Page 4 - Para. 6 d (4) (a) - Change to effect elimination of para. 6 d (3) (b). ✓
- ✓ 9. Page 4 - Para. 6 d (4) (b) - Change to effect elimination of para. 6 d (3) (b). ✓
10. Page 4 - Para. 6 d (5) (c) - Take this out. ✓
11. Page 4 - Para. 6 e (1) - Take out General Services Office. ✓
12. Page 5 - Para. 6 e (3) - Take out General Services Office. ✓